



OFFICE SERVICES MANAGER II

Employment Opportunity

The Board of Prison Terms is an Equal Employment Opportunity Employer

JOB LOCATIONS

Positions are located in the following Decentralized Revocation Units (DRUs) located in the following areas: Rio Cosumnes Correctional Center (Sacramento) or Los Angeles County Jail (Main)

DRU Locations are located in the following areas: San Quentin State Prison (Marin), Alameda County Jail (Santa Rita/Dublin), Deuel Vocational Institution (San Joaquin), Central California Women's Facility (Madera), Valley State Prison for Women (Madera), High Desert State Prison (Lassen), Rio Cosumnes Correctional Center (Sacramento), Pitchess (Los Angeles), Los Angeles County Jail (Main), California Institution for Men (Riverside), California Institution for Women (Riverside), North Kern State Prison (Kern), Wasco State Prison (Kern) and RJ Donovan Correctional Facility (San Diego)

SALARY

\$ 4,266.00 - \$ 5,186.00

ADDITIONAL INFORMATION

The State Application (Form 678) can be downloaded from the State Personnel Board's website: www.spb.ca.gov or the California Youth Authority's website: www.cya.ca.gov

For questions specific to the position and/or duties, contact Sandra Maciel, Chief of Decision Processing and Scheduling Unit, Board of Prison Terms at (916) 324-1931

POSITION STATEMENT (Permanent Full-Time Position)

Under the general direction of the Chief Deputy Commissioner, the Office Services Manager II participates in Board divisional planning, policy formulation and decision making. The incumbent provides policy direction to and supervision over the Office Services Manager I (OSM I), at the Decentralized Revocation Units (DRUs) and is responsible for general oversight of all administrative operations which govern the quasi-judicial parole revocation process.

Responsibilities include: 1) Managing, organizing and establishing goals and objectives for DRU operations and provide administrative policy direction for the revocation hearing process, including operations at county jails, state hospitals, parole unit offices and all locations where BPT conducts hearing related operations. 2) Performs first level review for OSM I complaints or grievances and second level of review for other DRU staff complaints or grievances. 3) Participates in the recruitment of new staff and provides general supervision and monitors the work of each OSM I in the incumbent's assigned area. Completes probation and annual performance approvals for the OSM I and takes corrective action or progressive discipline, as necessary. 4) Identifies critical issues interfering in the administration of the parole revocation process and performs trouble-shooting measures or program development to manage and redirect the workload. Works in conjunction with managers of Department of Corrections, Parole and Community Services Division, jail commanders and other agencies to develop operational programs to resolve problems. 5) Ensures staff practices comply with the due process mandates of the court, statutory, regulatory and policies and procedures of BPT and other control agencies. Reviews the reports compiled and submitted by the OSM I and investigates or audits area of non-compliance and uses statistical reports or information for strategic planning. 6) Responsible for the business administration practices, personnel management and allocation of staff resources in the assigned geographical area. 7) Performs other administrative functions or special assignments as directed by the Executive Officer or Chief Deputy Commissioner.

The incumbent is responsible for operations in a large geographical area with multiple DRUs. Ability to work within correctional institutions and willing to travel overnight is a requirement of the position.

DESIRABLE QUALIFICATIONS

- Strong leadership and management team experience including demonstrated supervisory/managerial experience, creativity, flexibility, and sound judgment.
- Strong working knowledge of the revocation process.
- Ability to address a variety of challenges in a fast-paced and changing environment.
- Ability to cultivate effective working relationships with others.
- Well developed oral and written communication and strong interpersonal skills.
- Strong working knowledge of Microsoft Word, Excel, Power Point, Oracle and Access.
- Awareness of the organization, mission and values of the Board of Prison Terms.

SEND APPLICATION TO:

Board of Prison Terms
1515 K Street, Suite 600
Sacramento, CA 95814

Attention: Sandra Maciel – DRU Application

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application. Please identify the job location(s) where you wish to be considered for employment. Applicants are required to submit a State Application (Form 678) by the filing date of September 24, 2004. These positions are pending Department of Personnel Administration approval.

FINAL FILING DATE

September 24, 2004